



YAPP USA Automotive Systems, Inc. Supplier Labeling Instructions

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1. - Introduction

These specifications provide guidelines for shipping requirements and for printing and applying a shipping/part identification label. These requirements are designed to improve Supplier and Customer Productivity by allowing effective and efficient capture of data for production counts, warehouse input/output, cycle checking, shipping generation, forwarding, freight transfer control, receiving and other inventory controls. YAPP USA Automotive Systems, Inc.'s Suppliers are expected to comply with the rules listed below, unless otherwise stated in writing by YAPP USA Automotive Systems, Inc.

In this document, the word "SHALL" indicates a requirement and the word "SHOULD" indicates a recommendation.

2. - Definitions

ASN

Electronic Advance Shipping Notice to notify Customer a shipment has left the Supplier's facility.

Common Item Pack

A pack that contains all like items, i.e. same part/item numbers.

Item

A single part or material purchased, manufactured, and/or distributed.

Label

A strip of paper attached to an object to convey information.

Master Label

A label used to identify and summarize the contents of a multiple pack of common items.

Mixed Load Label

A label used to designate mixed item shipping packs.

Shipping/Parts Identification Label

A label used to identify the contents of a shipping pack.

Standard Quantity Pack

A pack that contains the same quantity of like items.

3. - Size and Materials

The size of the standard YAPP USA Automotive Systems, Inc. label SHALL be 4.0 inches (102 mm) high by 6.5 inches (165 mm) wide. The label paper SHALL be white in color with black printing.



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4. - Data Area Characteristics

The part number, quantity, purchase order number, Supplier number and label serial number SHALL be included on each label in the designated data areas and SHALL be displayed in both human readable characters and bar code symbols. The description SHOULD contain the OEM part number and short description. The maximum length of the bar code symbol SHOULD NOT exceed 5.5 inches (140mm). Supplier SHALL reflect the manufacturing date and lot number within their allotted space on each individual label.

4.1 Data Areas and Titles

There are five required data areas for each label for which a bar code is necessary: Part Number, Quantity, Purchase Order Number, Serial Number and Supplier Number.

Data areas SHALL be separated by horizontal thin lines and SHALL contain their respective titles in the upper left hand corners, as shown in the exhibits. Vertical separation lines and outer borders are optional. In the absence of vertical separation lines, human readable data in adjoining fields SHALL be clearly separated. Titles SHOULD be printed in 0.1-inch (2.5 mm) high letters. The data area titles are: PART NO., QUANTITY, P.O. NO., SUPPLIER AND SERIAL.

Human readable information is recommended to show any zeros (0) with a distinguishable mark (e.g. a diagonal slash) to differentiate them from alphabetic O's.

4.2 Usage of Data Identifiers

A data identifier SHALL be used as per the following list. A data identifier immediately follows the start character of the bar code symbol and is used to identify the information to follow. The data identifier SHALL be in human readable next or under the title for the appropriate data area. The data identifier SHALL NOT be included in the human readable interpretation of the bar code symbols.

PART NUMBER	(P)
QUANTITY	(Q)
P.O. NO.	(N)
SUPPLIER	(V)
SERIAL NO.	(S)

4.3 Part Number Area

The human readable YAPP part number characters SHALL be bold and 6-10 mm high.

The bar code symbol for the part number SHALL be directly above the human readable characters, SHALL be a minimum of 13 mm high, and SHALL contain the data identifier (P). Depending on the nominal dimension of the narrow bar code elements, part numbers of varying lengths can be printed on one line. The Customer SHALL designate the part number. To obtain the YAPP part number, please contact the YAPP Purchasing Department: Purchasing@yappusa.com



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4.4 Description Area

The human readable description characters SHALL be 6-10 mm high and SHALL NOT be bar coded. The description SHOULD contain the OEM part number (if applicable) as well as a short description to a maximum length of 30 alpha-numeric characters.

4.5 Quantity Area

The human readable quantity characters SHALL be 6-10 mm high.

The bar code symbol for the quantity SHALL be directly above the human readable characters, SHALL be a minimum of 13mm high, and SHALL contain the data identifier (Q). The maximum length anticipated for the quantity is nine (9) numeric characters plus the data identifier (Q).

The unit of measure is assumed to be 'each' unless otherwise agreed between Customer and Supplier. When the unit of measure is 'each', no notation of unit of measure is required. When the unit of measure is not 'each', e.g., pounds, kilos, etc., it SHOULD be noted in human readable form. When used, the unit of measure SHALL be directly to the right of the human readable quantity and SHALL be a minimum of 0.2 inch (5 mm) high. The unit of measure SHALL NOT be bar coded.

4.6 Purchase Order Number

The human readable purchase order number characters SHALL be 6-10 mm high.

The bar code symbol for the purchase order number SHALL be directly above the human readable characters, SHALL be a minimum of 13 mm high, and SHALL contain the data identifier (N). The maximum length anticipated for the purchase order number is nine (9) alpha-numeric characters plus the data identifier (N).

4.7 Supplier Number Area

The human readable Supplier number characters SHALL be 6-10 mm high.

The bar code symbol for the Supplier number SHALL be directly above the human readable characters, SHALL be a minimum of 13 mm high and SHALL contain the data identifier (V).

The maximum length anticipated for the Supplier number is ten (10) characters plus the data identifier (V).

The Customer SHALL designate the Supplier number. To obtain Supplier number, please contact the YAPP Purchasing Department and/or use the vendor code found above your name in the blanket purchase order (i.e. XX0000).



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4.8 Serial Number Area

Each shipping container or pack SHALL contain a unique serial number (not necessarily in sequential order), assigned by the Supplier, not the Customer. This number SHALL NOT be repeated to the same Customer within a twelve-month period. In this way, each container, regardless of content can be differentiated from others. This number SHALL NOT be repeated within the same shipment.

The human readable serial number characters SHALL be 6-10 mm high.

The bar code symbol for the serial number SHALL be directly above the human readable characters, SHALL be a minimum of 13 mm high, and SHALL contain the appropriate data identifier: (S) for Individual Pack, or (M) for Master Load.

The maximum length of the serial number SHALL NOT exceed nine (9) alphanumeric characters plus the data identifier.

4.9 Supplier Name

The Supplier name, city, state and zip/postal code SHALL be directly below the serial number bar code symbol and SHOULD be 0.1 inch (2.5 mm) high.

PART NO. CUST (P)			
KC03801CMA			
DESCRIPTION: RING			
QUANTITY (Q)	P.O.# (N)	LOT NUMBER	
		15040601	
1080 EA	1486	MFG/SHIP DATE APR 06, 2015	
SERIAL # (M)	SUPPLIER CODE (V)		
M202330	HA0710		
SHIP HATCH STAMPING CO. FROM: 635 E. INDUSTRIAL DRIVE CHELSEA MI 48118		SHIP YFS AUTOMOTIVE SYSTEMS, INC. TO: 300 ABC BOULEVARD GALLATIN TN 37066	

Sample Individual Pack Label



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5. - Bar Code Symbology

Bar codes SHALL be Code 39 (3 of 9) symbology and SHALL conform to the Bar Code Symbology Standard AIAG Guidelines. 5.1 through 5.4 cover additional specific requirements for the Shipping/Parts Identification Label.

5.1 Code Configuration

The four (4) characters (\$, /, +, %) of the Code 39 symbology SHALL NOT be used on the Shipping/Parts Identification Label.

5.2 Check Digits

Check Digits SHALL NOT be added to the bar codes or human readable interpretation.

5.3 Code Density and Dimensions

The bar heights SHALL be as specified in Section 4.0. For each bar code symbol, the average width of the narrow elements SHALL be within the range of .013 to .017 inch (0.33-0.43 mm). The ration of the average width of the wide elements to the average width of the narrow elements SHALL be 3:1, with an allowable range of 2:8:1 to 3:2:1. For optimum scanning, the leading and trailing quiet zone SHOULD be at least 0.25 inch (6.4 mm). Intercharacter gap width SHOULD be the same as the width of the average narrow elements, plus or minus the element width tolerance. See AIAG guidelines for definition of tolerance, element widths and quiet zones.

5.4 Reflectivity and Contrast

Reflectivity and contrast SHALL be measured at B900 nanometers. Symbols SHALL comply with all optical specifications of AIAG guidelines, and SHALL meet at least one of the following contrast requirements:

- 1) Print Contrast Signal $\geq 75\%$
- 2) Minimum Reflectance Difference $\geq 37.5\%$, or
- 3) ANSI Print Quality Grade SHALL NOT fall below that stated in Section 8.

6. - Label Location and Protection

6.1 Label Location

In most cases two (2) labels are specified. The bottom edge of the label SHOULD be parallel to the base of the package/container. To facilitate automated scanning of bar code symbols, the top edge of the label, where possible, SHOULD be 20 inches (508 mm) from the bottom of the container. Strapping and taping SHALL NOT obstruct the label. If the specified label cannot be affixed to the package/container because of container size or design, special arrangements will be required by Customer and Supplier.

6.2 Label Protection

Label protection against moisture, weathering, abrasion, etc., may be required in harsh environments and is encouraged wherever practical. Laminates, sprays, window envelopes, and clear plastic pouches are examples of possible protection methods. In choosing any protection method, care SHALL be taken to assure the protected labels meet reflectivity and contrast requirements and can be scanned with contact and non-contact devices.



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6.3 Packing list

Packing list must be placed inside a self-adhesive sealed bag and attached to the last pallet/container loaded on truck shipping to YAPP USA Automotive Systems, Inc. in order to assure correct shipment receipt. The packing list SHOULD be visible to the receiver when opening the truck's door at YAPP facility and must be attached inside a sealed bag to protect against damage and to preserve during transportation. The adhesive bag should be placed on the upper right side of the pallet or skid. Failure to attach the packing list prior to shipping product to YAPP will result in penalization to Supplier and corrective action requested.



Packing list in sealed bag adhered to pallet

7. - Master and Mixed Load Labels

7.1 Multiple, Common Item Packs – Master Label

When the Customer requires that the total content of a multiple pack of common items be identified, a Master Label SHALL be used. The total common item pack SHOULD be identified with a label in a location specified by the Customer. To the extent possible, the labels SHOULD be placed in such a manner that when the pack is broken apart, the label is discarded; preferred method is banding, where possible, if not appropriate, attach to stretch wrap.

The master label SHALL contain human readable bold characters reading – MASTER – at the top of the master label and SHALL be a minimum of 0.5 inch (12.7 mm) high.



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The bar code symbol for the serial number on the master label SHALL be directly above the human readable characters and shall contain the appropriate data identifier: (M) Master Load. All other human readable characters and barcode dimensions as described on section 4.0 are applicable to the Master label. It is not necessary to include the Supplier Name on the Master Label.

A Master Label is required for each skid containing common item packs. The quantity on the Master Label SHALL be the total of all sub packs.



Sample Master Label

7.2 Mixed Item Loads – Mixed Load Identification

Mixed loads to YAPP USA Automotive Systems, Inc. are not allowed. Each mixed pallet / box will be subject to a penalization charge.

In the event that YAPP USA Automotive Systems requires that there be a mixed item load, a fluorescent 11" x 8½" piece of paper SHALL be used and SHOULD be placed in a location specified by the Customer. To the extent possible, the paper SHOULD be placed in such a manner that when the pack is broken apart, the label is discarded (e.g. hang Mixed Load Label from banding or attached to stretch wrap). At the top of this paper, the heading "MIXED LOAD" SHALL be printed in bold 1.0" (25.4 mm) high letters. Written approval from Customer must be obtained prior to making any mixed load shipment.



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8. - Quality Assurance Requirements

An important aspect of any bar code system is that of Quality. When labels cannot be decoded fast and accurately, the advantages of bar coding are lost.

Suppliers have a responsibility to provide bar code labels that meet Customer and industry standards. Bar code labeling is an important part of the manufacturing process. Consequently, Customers have a responsibility to alert Suppliers of any persistent label non-conformance.

Auditing is an excellent technique to control Quality. Performing audits of the print Quality and the physical placement of labels will help assure success at the Customer location.

Equipment is available to verify that bar code symbols meet AIAG requirements. Verification equipment may determine print Quality as follows:

1. Analysis based upon AIAG traditional print measurement specifications and tolerances or,
2. Analysis utilizing AIAG guidelines, section 4.4, alternate (preferred) print quality grade determination (as adopted from American National Standards Institute parameters).

The Print Quality Guideline in AIAG, section 4.4, specifies the Supplier SHALL be responsible for providing a minimum shipping label symbol grade of 1.5 at the Customer location and a 2.5 (or higher) SHOULD be maintained at the time of printing. It is recommended that verification audits be used in conjunction with statistical process control to assure shipping label Quality.